



HOW TO REPORT MONTHLY HOURS USING THE CERT SAN DIEGO CHAIN OF COMMAND

CERT-sponsored CD takes place.
Sam the CERT attends the training

Sam must write down DATE,
HOURS, NAME of TRAINING,
and send it to his TEAM LEADER
asap. This can be done via email or
if necessary, a phone call

Sam's Team Leader receives an email
from Sam and checks the information
for accuracy.

The TEAM LEADER must
input this information in the
"VOLUNTEER HOURS
TRACKING FORM".

On the last or next to last day of the
month, the TEAM LEADER sends
the "VOLUNTEER HOURS
TRACKING FORM" to his/her
BATTALION LIAISON.

The BATTALION LIAISON,
check the information for
accuracy and combines all of the
MONTHLY HOURS REPORTS
from their TEAM LEADERS into
a SINGLE EXCEL doc.

On the 5th (or earlier) of each month, the BATTALION LIAISON will mail
the SINGLE EXCEL DOCUMENT to the CERT PROGRAM OFFICE